

## SUBSCRIBING / UNSUBSCRIBING USING LISTSERV

### (Automated Listserv System)

(NOVEMBER 2006)

The PPSD Automated LISTSERV system consists of the nine distribution lists shown below. By subscribing to the applicable "List Name", subscribers will receive notification that a SCO Letter (Payroll, Personnel, Leave Accounting and Personnel/Payroll Review Committee (P/PRC) notes) has been published on the SCO Public Website and is available for viewing. The information will be distributed directly to the individual's mailbox. Subscribing to multiple "Lists Names" will result in receiving multiple notifications/letters.

The following distribution lists are available for subscribing or unsubscribing according to the need:

#### LIST NAME

#### DESCRIPTION

csecode	Civil Service/Exempt Departments (SCO Personnel/Payroll, Civil Service only Letters & P/PRC notes)
csuscode	California State Universities (SCO CSU Only Letters)
cseclas	California Service/Exempt Dept. with CA. Leave Accounting System Access (CLAS Letters)
csuclas	California State University/Exempt Dept. with CA. Leave Accounting system Access (CLAS Letters)
transsup	Civil Service Personnel Transactions Supervisors
csepodc	Civil Service Personnel/Human Resources Officers
cselodc	Civil Service Labor Relations Officers
cseaodc	Civil Service Accounting Officers
csebodc	Civil Service Budget Officers

#### TO ACCESS THE AUTOMATED LISTSERV SYSTEM

LISTSERV may be accessed by selecting the following address: [Listserv@Listserv.sco.ca.gov](mailto:Listserv@Listserv.sco.ca.gov). When selected, an e-mail message will automatically format. You can also enter this address in the "TO" line of an email message. Entries on the "Subject" line of the email message are not necessary but may be helpful for identification of the email. To eliminate unnecessary confirmation messages use PLAIN Text and eliminate your signature block.

TO SUBSCRIBE to a LIST(s): Using plain text, type "subscribe <LISTNAME>", (without the quotes), on the first line in the body of the email message. After entering the subscribe command and list name, **"Send"** the note.

NOTE: You may subscribe or unsubscribe to more than one list in a single email request.

Example: Subscribe to ONE list

TO:	LISTSERV@LISTSERV.SCO.CA.GOV
Cc:	
Subject:	Optional Info
	subscribe csecode

Example: Subscribe to multiple lists

TO:	LISTSERV@LISTSERV.SCO.CA.GOV
Cc:	
Subject:	Optional Info
	subscribe csecode
	subscribe csuscode
	subscribe cseclas
	subscribe csuclas
	subscribe csepodc

If the subscribe commands are successful, you will receive a Command Confirmation Request email message from LISTSERV stating:

"You must now reply to this message to complete your subscription. The purpose of this confirmation procedure is to make sure that you have indeed requested to be added to the list. Your command:

SUBSCRIBE <LIST NAME> <SUBSCRIBER'S NAME> requires confirmation.

To confirm the execution of your command, simply point your browser/arrow to the following URL: <http://listserv.sco.ca.gov/cgi-bin/wa.exe?OK=5403A820&L= <LISTNAME>>."

AFTER confirming by clicking on the blue URL link above, you will get a confirmation from the SCO website stating:

**"Your confirmation was successful. Thank you."**

Also, this action generates an email message from Listserv stating you are now subscribed to the <LISTNAME> and includes information regarding your subscription.

Example:

"<DATE>

Your subscription to the <LISTNAME> list has been accepted.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to delete your name from the list, you may unsubscribe from the list at any time by sending a "UNSUBSCRIBE <LISTNAME>" command to [LISTSERV@LISTSERV.SCO.CA.GOV](mailto:LISTSERV@LISTSERV.SCO.CA.GOV) from a new email message."

(See below for instructions to unsubscribe).

**NOTE: Please unsubscribe from a list(s) if you no longer need the information or are leaving the department/campus.**

TO UNSUBSCRIBE to a LIST(s): Using plain text, type "unsubscribe <LISTNAME>", (without the quotes), on the first line in the body of the email message. After entering the unsubscribe command and list name, "**Send**" the note.

Example: unsubscribe to ONE list

TO:	LISTSERV@LISTSERV.SCO.CA.GOV
Cc:	
Subject:	Optional Info
unsubscribe csecodc	

Example: unsubscribe to multiple lists

TO:	LISTSERV@LISTSERV.SCO.CA.GOV
Cc:	
Subject:	Optional Info
unsubscribe csecodc	
unsubscribe csuscodc	
unsubscribe cseclas	
unsubscribe csuclas	
unsubscribe csepodc	

You will receive a message from LISTSERV:

"> unsubscribe <listname>

You have been removed from the <LISTNAME>list."

Contact Terri Yarbrough at [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov) or call (916) 322-1245 if you have any questions regarding the Listserv System.